

Shoreditch Trust Healthy Living Centre Hirer Information Pack 170 Pitfield Street, London, N1

This document includes information regarding the use of rooms and spaces in Shoreditch Trust's Healthy Living Centre. Please find the following information included:

Room Hire details and charges	Page 1
Catering menu	Page 3
Information on Shoreditch Trust and its programmes	Page 3
Room Use and Hire Policy	Page 4
Terms and Conditions	Page 4

Room Hire charges

Group room

Description:

This room is a bright, flexible space on the lower ground floor of the centre which looks onto a terrace area. The community kitchen adjoins the room and is separated by a shutter. We frequently host meetings, workshops, exercise classes and cooking classes within this space.

Capacity and Layout:

Boardroom style seating: 15 seated

Theatre style seating: 30 seated

Cooking session: 12 people

Exercise class i.e. circuits or yoga: 12 people

Kitchen size: small kitchenette with additional workstations

Facilities:

- White Board/Flip Chart
- PC & Projector
- Flexible space with tables and chairs
- Wifi
- Access to a small kitchen with tea and coffee making facilities
- Adjoining kitchen for cooking classes and teaching

Prices:

Room hire only

£30 per hour [group room and use of cooking kitchen £40/ hr]

Full day hire from 9am to 5pm with lunch

£140 for room

Plus £10 per person for buffet salad lunch provided by Waterhouse Restaurant.

A reduction is available for charities and community organisations - please call to discuss.

Small Group Room

Description:

This is a flexible, bright, uniform space in the lower ground floor of the building. We frequently hire the space for group exercise and group therapy sessions, workshops and meetings.

Capacity and Layout:

Boardroom style seating: 14 seated

Theatre style seating: 18 seated

Exercise class i.e. circuits or yoga: 6 people

Facilities:

- White Board/Flip Chart
- Access to projector
- Flexible space with tables and chairs for use
- Wifi
- Access to a small kitchen with tea and coffee making facilities
- Laminate floor

Prices:

Room hire only

£25 per hour

Full day hire from 9am to 5pm with lunch

£120 for room

Plus £10 per person for buffet salad lunch provided by Waterhouse Restaurant.

A reduction is available for charities and community organisations - please call to discuss.

Therapy/Small Meeting Rooms

Description:

These are small, bright rooms which look out to the terrace. They are suitable for 1-2-1 talking / physical therapies, and meetings for up to 4 people.

Capacity and Layout:

Table meeting: 4 seated

Massage session: 1 bed

1-2-1 physiotherapy/yoga etc.: 2 people

Talking therapies: 3 people

Facilities:

- White Board/Flip Chart
- Access to projector
- Tables and chairs
- Wifi
- Access to a small kitchen with tea and coffee making facilities
- Hand basins in each room
- Access to hydraulic massage bed
- Towels

Prices:

Room hire only

£15 per hour

Full day hire from 9am to 5pm

£70 for the room

A reduction is available for charities and community organisations - please call to discuss.

Contact and Bookings

Please contact us to arrange a viewing, make a booking and to discuss your requirements.

Email: hlc@shoreditchtrust.org.uk Telephone: 020 7033 8504

Catering menu

Breakfast/Drinks

Tea and coffee	£1.20 (per person, per round)
Juice	£1.50 (per person, per round)
Croissant	£1.50 each
Danish pastry	£1.20 each
Freshly baked cookies	£10 for a batch of 15

Lunch Menu

Salad

Selection of 3 x seasonal salads at £10 per head

Sandwiches

Selection of sandwiches at £40 for a batch of 16

Prices exclude VAT at 20%. Please let us know if you have any allergies or intolerances.

www.waterhouserestaurant.co.uk facebook.com/TheWaterhouseRestaurant

About Shoreditch Trust

When you hire space at Shoreditch Trust's Healthy Living Centre, you are supporting our charity - thank you! If you would like to support us further you can add a donation to your bill, or email us at: supportus@shoreditchtrust.org.uk.



Through its varied and accessible range of programmes Shoreditch Trust encourages Hackney residents to positively change their lives by offering skills, training, knowledge and opportunities.



Blue Marble Training is a culinary training scheme for 16 to 25 year olds facing difficult circumstances, providing skills training and pastoral support.



Food for Life is dedicated to addressing the issue of obesity in Hackney, delivering practical sessions to teach residents how to cook healthy meals on a budget.



Bump Buddies brings Hackney women together to support and empower one another to make informed choices in pregnancy and early parenthood, and address wider issues that may impact their wellbeing.



Hackney Health Hubs offers tailored one-to-one and group support to residents in community spaces to improve their health and wellbeing. Partnered with Hackney Council Public Health, the NHS and Registered Social Landlords.



Peace of Mind takes an anti-stigma approach to mental health, delivering one-to-one support and small group sessions to promote emotional wellbeing and recovery through various methods.



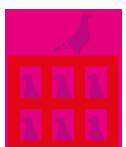
Smokefree Hackney can provide everything required to manage and maintain a successful quit. Partnered with the NHS, the Community and Bilingual Service is funded by Hackney Council.



Waterhouse Restaurant is a hidden canal-side gem, serving a delicious seasonal menu prepared by our trainee chefs. All proceeds from the Trust's social enterprise restaurant contribute to the Blue Marble Training programme.



Waterhouse Cookery School is a bespoke events service offering staff away days, client entertainment packages and private parties. Participants receive cookery tuition and nutritious tips as they create a three-course meal together.



Workspaces, created and managed by Shoreditch Trust, support small creative and tech enterprises in Hackney to grow through flexible, affordable spaces. Income generated from these assets supports charitable programme delivery.



Follow us on social media!

For more information, please visit www.shoreditchtrust.org.uk or call **0844 225 2051**
Shoreditch Trust, Units 1-2 Waterhouse, 8 Orsman Road, London N1 5QJ

Room use and hire policy

About Shoreditch Trust

Shoreditch Trust works to reduce social and economic disadvantage in Hackney by supporting people to gain knowledge, skills and opportunities so they can access the services and support they need to be able to:

- participate fully in the workplace and in civil society
- gain confidence
- achieve greater independence and resilience
- lead healthier, more fulfilling lives in their communities

Our Healthy Living Centre promotes equality in Health and Wellbeing and delivers support to individuals who are:

- experiencing difficult transitions (from care or custody)
- struggling with community, cultural or peer pressure or difficult family and personal circumstances
- lacking skills or knowledge
- living in poverty (social and economic isolation, exclusion)

Healthy Living Centre Location

We are located in the heart of Hoxton and Shoreditch, close to bus routes to wider Hackney (394, 141, 76, 67, 149 and 242), and a 15 minute walk to Hoxton Overland and Old Street Underground Stations.

Room Hire Information

We have a number of different sized rooms for hire either during the day or evenings, including weekends. They are fully accessible from street level to the lower ground floor of our building via a lift and have baby-changing facilities and a shower available.

What's more, hiring a room at our centre generates income which is re-invested into the services we provide there on a daily basis.

Whether you are looking for a venue for a one-off meeting, session or workshop or you wish to book space for regular meetings or workshops, we can accommodate.

You are welcome to view and discuss any requirements by emailing the team at hlc@shoreditchtrust.org.uk or calling 020 7033 8504.

Room Hire Policy

We welcome room hires and room bookings from the following organisations and organisations which complement the work we do to promote health and wellbeing, sustainable social change, advocacy and to reduce health inequality:

- Charities
- Social enterprises and organisations with a social purpose
- Voluntary sector organisations
- Community organisations and groups
- Not for profit organisations

Room Hire Terms & Conditions

Terms and Conditions of Use

PLEASE READ THESE USER TERMS AND CONDITIONS OF USE CAREFULLY. THESE TERMS AND CONDITIONS MAY HAVE CHANGED SINCE YOUR LAST VISIT TO THE CENTRE. BY SIGNING THE AGREEMENT YOU INDICATE YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS.

Please indicate that you have read and agree to the Terms and Conditions in the appropriate area on the [Room Hire Booking Form](#).

"Healthy Living Centre" and "the Centre" shall mean the Large Group Room, Small Group Room, Room 1, Room 3 and Room 4 and facilities at Shoreditch Trust Healthy Living Centre, 170 Pitfield Street, London, N1.

"The Management" shall mean Shoreditch Trust.

"The Hirer" shall mean the person or persons signing the Booking Form produced by Shoreditch Trust.

"The Hire Period" shall mean the period/times on the day of hire specified on the Booking Form for the Centre.

- The Hirer shall not sub-let the Healthy Living Centre or any part thereof.
- The Property of the Hirer or his agents must be delivered on the day of the Hire Period and removed from the Centre by 10.00 pm on the day of the hire. Any time before or after these hours must be authorised by The Management. The Hirer must not presume that there is access to the Centre either side of The Hire Period. Any unauthorised access will be limited and all terms and conditions apply when present at the Healthy Living Centre at all times.
- The Hirer is responsible for all damage to the Centre and to any property in the Centre occurring during The Hire Period and during authorised access to the Centre, however caused. All breakages or other damage occurring during authorised access must be reported within 24 hours and paid for to The Management immediately (please note costs for any breakages or damage to items that cannot identically be replaced will include costs for any duplicate or replacement items.) A credit card number is required on the Booking Form in the event that any damages/breakages are unreported or remain unpaid, but will not be charged without your prior notice.
- The Hirer and his agents must seek the permission of The Management for the positioning and use of any items. This includes items such as décor, furniture, displays, lighting and any form of equipment.
- The Management reserves the right to refuse access to the Centre and to any agents of The Hirer.
- The Management accepts no responsibility for any property belonging to The Hirer, his guests or his agents at the Centre at any time, nor shall not be responsible for any loss or damage to any property arising out of the hiring.
- The Hirer is responsible for informing The Management of all his agents involved no later than two weeks before The Hire Period.
- The Centre is not licensed under the Licensing Act 2003 for regulated entertainment.

- The Hirer may not supply any food themselves unless by prior agreement with the Management.
- The Management is not responsible for any agents contracted by The Hirer.
- The Management shall not be responsible for any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the Centre during The Hire Period arising from any cause whatsoever, or for any loss due to the breakdown of machinery failure, of supply of electricity, leakage of water, fire or Government restriction which may cause Shoreditch Trust's Healthy Living Centre to be temporarily closed or the hiring to be interrupted or cancelled.
- The Hirer shall be responsible for good order being kept at the Centre during The Hire Period. The Management reserves the right to end The Hire Period at any time due to good order not being kept. The Management may, at their discretion, charge The Hirer for any extra expense it may incur for engaging police to preserve good order to, during or after any event at the Centre.
- No more than ten children under the age of 16 may attend any event at the Healthy Living Centre at one time unless by prior arrangement with The Management. If guests include ten or more children under the age of ten, The Management strongly recommends that a crèche facility is in operation for the whole period the children are present at the Healthy Living Centre. Any damage caused by children will be billed to The Hirer.
- Any children under sixteen must be accompanied by an adult on a maximum of one adult to four children ratio.
- Access to surrounding areas other than public areas is strictly forbidden. The Hirer is responsible for informing guests with young children to take appropriate precautions and the Management is not responsible for the safety of children on site.
- The number of guests allowed in the Centre's Rooms at any time should not exceed the maximum capacity guidelines outlined in the hire price guide.
- No car parking is provided. Limited Pay & Display parking is available on Pitfield Street. Access for deliveries is made in front of the Building at the discretion of the Hirer, but vehicles may only enter this area for loading and unloading.
- All cars are left at the owner's risk. The Management accepts no responsibility for cars parked at the Healthy Living Centre or its surrounding area.
- The Hirer is responsible for the arrival and departure of all guests in a quiet and orderly fashion.
- The Hirer shall leave the Centre in a clean and orderly state at the end of The Hire Period with all items brought by The Hirer removed. The Management may, at their discretion, charge The Hirer for any excessive cleaning required at the Centre or for the disposal of excessive rubbish not removed following the event.
- All tables, chairs and furniture inside the buildings of the Centre are not for outside use.
- No nails, pins, cellotape or glue are permitted to be used anywhere in the Centre. If you need to temporarily display items as part of your workshop, please discuss this with The Management in advance.
- No direction signs are permitted on routes leading to the Centre.

- No naked flames may be used at the Centre.
- No animals are permitted at the Centre with the exception of Guide Dogs.
- There is strictly no smoking allowed inside any of the buildings comprising Shoreditch Trust – this includes all toilets which are fitted with smoke alarms.
- The Hirer or a responsible person appointed by The Hirer must remain at the Healthy Living Centre until the last guest has departed.
- The Hirer is responsible for informing agents and guests of these Terms and Conditions.
- The Hirer pays a non-refundable deposit of 50% of the hire fee on booking the Healthy Living Centre, to be paid no later than two weeks before The Hire Period and to secure the booking.
- The final amount must be paid upon receipt of the invoice.
- If any booking is cancelled within 48 hours of the booking period, full payment will be required.
- Any charges incurred during The Hire Period must be paid no later than four weeks after The Hire Period. This includes any damages/breakages.
- In the event of a fire, guests should leave the buildings by the nearest fire exit and meet at the assembly point which will be confirmed by the Management on the day of hire. The Hirer or their nominated Responsible Person is responsible for accounting for all guests once they have vacated the buildings.

This list is not exhaustive and may change at any time without notice.

PLEASE INDICATE THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON THE ROOM HIRE BOOKING FORM.